

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 5344

TITLE: MECHANICAL INSPECTOR

GRADE: S-15

DEFINITION:

Under close supervision, performs standardized field inspections of average difficulty involving mechanical inspections (i.e., inspections of heating, ventilation and air conditioning systems); provides routine field assistance to higher-level inspectors; and performs related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

This is the entry class for Mechanical Inspectors. Work is performed under close supervision with specific guidelines and instructions during the initial learning period. After an initial learning period, routine duties are performed under general supervision. An incumbent in this class receives on-the-job training for at least one year, during which he/she is expected to acquire the knowledge, skills and abilities of a journey-level Senior Mechanical Inspector. After a minimum of one year, if the incumbent demonstrates journey-level knowledge, skills and abilities, he/she can progress non-competitively to the Senior Mechanical Inspector level.

ILLUSTRATIVE DUTIES:

Assists with the inspection of mechanical heating, ventilation and air conditioning (HVAC) systems and related components to assure compliance with applicable codes;
Determines if HVAC installations are completed in accordance with the approved plans;
Prepares and maintains records of completed inspections;
Assists with the examination of mechanical plans prior to the issuance of permits;
May be assigned to issue permits when plans have been certified as having met all the requirements;
Investigates complaints and recommends corrective action, when appropriate;
Provides information to interested parties;
Attends meetings and conferences;
Prepares reports and composes correspondence.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

Knowledge of all applicable codes and regulations;
Knowledge of the installation, operation and maintenance of heating, ventilation and air conditioning equipment and systems;
Ability to read and interpret plans and specifications;
Ability to use sound judgment in making independent decisions;
Ability to prepare clear and factual reports;
Ability to maintain effective working relationships with the public and fellow employees;
Ability to follow oral and written instructions.

EMPLOYMENT STANDARDS:

Any combination of education, experience, and training equivalent to the following:
High school graduation or a G.E.D. issued by a state department of education; PLUS
Two years of journey-level experience in the installation, operation and maintenance of heating, ventilation, and air conditioning systems.

CERTIFICATES AND LICENSES REQUIRED:

Possession of a valid Motor Vehicle Driver's License.

REVISED: April 25, 1997